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Weekly Report for Week Ending 12 March 1958
from [REDACTED]

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1. Contributions (Intangible)

- a. With [REDACTED], manned the Records Management Staff exhibit at the Support Services Exhibit. The exhibit was very profitable. Sixty pamphlets on saving space were distributed. Two requests for Records Management Staff services were received.
- b. Collaborated with [REDACTED] on a training session in subject-numeric filing for files personnel of ORR/Geography Division.

2. Projects - Active

- a. Poor Quality Letterex - Prepared flier on using the Bullfrog brand sets, for distribution to ARO's and BSO's.
- b. Graphics Register Film Index - Prepared memorandum requesting the Office of Security to determine the feasibility of securing Roll-Dex equipment for storage of classified material.
- c. ES 58-303, Adjustable Steel Shelving for Unclassified Material- Discussed with the suggester an alternate proposal to use Add-A-Shelf equipment in lieu of adjustable steel shelving. The use of either equipment, however, will depend on providing space in the Industrial Register Division through records disposition activity.

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